

Guide to the Women's Club of Pikesville [Maryland] Collection MS 03

Finding aid prepared by Mary Jamieson

This finding aid was produced using the Archivists' Toolkit

June 12, 2015

Describing Archives: A Content Standard

Enoch Pratt Free Library Special Collections

June 2002

<http://www.prattlibrary.org/>

400 Cathedral Street

Baltimore, MD, 21201

443-984-2451

spc@prattlibrary.org

Table of Contents

<u>Summary Information</u>	3
<u>Historical note</u>	4
<u>Scope and Contents</u>	4
<u>Arrangement</u>	4
<u>Administrative Information</u>	6
<u>Controlled Access Headings</u>	6
<u>Collection Inventory</u>	8
<u>Series I: Administrative Papers of the Woman's Club of Pikesville</u>	8
<u>Series II: Minutes of the Woman's Club of Pikesville</u>	9
<u>Series III: Financial Records of the Woman's Club of Pikesville</u>	11
<u>Series IV: Departments and Committees</u>	13
<u>Series V: News and Publicity</u>	16
<u>Series VI: Miscellaneous Correspondence and Papers</u>	17

Summary Information

Repository	Enoch Pratt Free Library Special Collections
Title	The Woman's Club of Pikesville [Maryland] Collection
Date [bulk]	Bulk, 1940-1965
Date [inclusive]	1936-1978
Extent	5.0 Linear feet 11 boxes
Language	English
Abstract	The Woman's Club of Pikesville Collection covers the period from 1936 to 1978, with the bulk of the records from the late 1940s to mid-1960s. The collection shows how club members organized, funded, and carried out their activities. It also documents the changing social issues that women addressed in their community. Beryl Frank, a freelance writer specializing in local history and antiques, donated the Woman's Club of Pikesville papers to the Enoch Pratt Free Library in 2001. The papers consist of administrative papers, minutes, financial records, committees, news and publicity, and miscellaneous correspondence.

Preferred Citation

The Women's Club of Pikesville [Maryland] Collection, Special Collections, Enoch Pratt Free Library/
Maryland's state Library Resource Center.

Historical note

The Woman's Club of Pikesville was organized in 1936. Records show that it was known as the Pikesville-Randallstown Woman's Club until 1945. It maintained membership in the Maryland Federation of Women's Clubs from 1936 to 1942 and after a brief withdrawal was reinstated in the state organization in 1945 as the Woman's Club of Pikesville. The club held its meetings at Ames Fellowship Hall and later in the Sudbrook Methodist Church, both located in Baltimore County's Pikesville area.

Club members participated in volunteer activities in Pikesville and the surrounding community. They raised scholarship money to help area high school students attend college; assisted nursing homes, hospitals, and recreation centers; and encouraged awareness of national and international issues. In September 1953, the club sponsored Americanism Week, which involved numerous other civic organizations and featured Governor Theodore McKeldin as keynote speaker.

Scope and Contents

The Woman's Club of Pikesville Collection covers the period from 1936 to 1978, with the bulk of the records from the late 1940s to mid-1960s. The Woman's Club of Pikesville was organized in 1936. Records show that it was known as the Pikesville-Randallstown Woman's Club until 1945. It maintained membership in the Maryland Federation of Women's Clubs from 1936 to 1942 and after a brief withdrawal was reinstated in the state organization in 1945 as the Woman's Club of Pikesville. The club held its meetings at Ames Fellowship Hall and later in the Sudbrook Methodist Church, both located in Baltimore County's Pikesville area.

Arrangement

The collection is arranged by type of dated material, but it is not in any chronological order. The series include: Administrative Papers, Minutes, Financial Records, Departments and Committees, News and Publicity, and Misc. Correspondence and Papers.

I. Administrative Papers of the Woman's Club of Pikesville, 1949-1975

The first series is divided into four subseries: 1. Bylaws and Amendments; 2. Officer's Papers and Correspondence; 3. Planned Activities; and 4. Woman's Club Affiliates. The first series contains the

Club's rules and regulations. The Officer's papers and correspondence include papers and letters to and from the Club President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The Planned Activities, or subseries three, is a list of what events the Woman's Club had scheduled for the upcoming year. Subseries four comprises forms, reports, and communications with the regional, state, and national affiliates. All subseries are arranged chronologically.

II. Minutes of the Woman's Club of Pikesville, 1941-1975

This series contains minutes of Executive Board and General Memberships meetings. Both sets of minutes are filed together by date. From 1952 to 1964, minutes were recorded in a bound volume with entries for Executive Board meetings followed by the General Meeting minutes. Sometimes there are not two sets of minutes for every date because the Executive Board often met during the summer without holding General Membership meetings. There are occasional gaps and missing pages. Some of the minutes are typed, some are handwritten, and a few rough drafts are included.

III. Financial Records of the Woman's Club of Pikesville, 1943-1978

The club's financial records are divided into three subseries: 1. Financial Reports; 2. Proposed Budgets; and 3. Fundraising and Expenses. All records are arranged chronologically. The Financial Reports include Treasurers' Reports, sometimes called Financial Statements, which were submitted at Club meetings. A few Treasurers' Reports were reported as part of the general meeting minutes so they are located in Series II, boxes 2-4. There were also Treasurers' Reports stapled into bound volume of minutes from Series 2, Box 3. Numbers on back of pages from January 1952-October 1964 refer to their placement in the volume. Series IV (Departments and Committees) also contains financial reports from the Auditing Department. Smaller expenses and income are filed under Fundraising and Expenses.

IV. Departments and Committees, 1947-1976

Departments and committees are the club's divisions. They are arranged alphabetically by the department/committee's name and then chronologically. All name changes are noted. Papers from the Publicity Committee are located in Series V, subseries 2, News and Publicity, box 9.

V. News and Publicity, 1950-1969

This series is comprised of four subseries: 1. Press Books; 2. Press Releases; 3. Peek Newsletters; and 4. Photographic Material. The press books are in their original order. The Club monitored local newspapers and kept a scrapbook of articles about its activities and the resulting press books were entered in an annual, statewide competition among women's clubs. One press book is in its original format. The other books were removed from their binders for conservation reasons. The pages are in folders according to original order (pages were numbered by processor to ensure original order). The press releases and Peek newsletter are arranged chronologically. The photographic material in subseries 4 includes two photographs and a set of negatives; all of which are undated and unidentified. The negatives appear to be from one of the Club's yearly luncheons.

VI. Miscellaneous Correspondence and Papers, 1936-1969

This series includes notes, letters, papers, that do not logically fit with any of the above series. Everything is arranged chronologically, with undated materials at the end. Added to this series is the 2005 gift of the original By-Laws and Membership List from 1936 and other papers plus cookbook and scrapbook.

Administrative Information

Publication Information

Enoch Pratt Free Library Special Collections June 2002

Conditions Governing Access

Unrestricted, by appointment only.

Accruals note

"No accruals are expected."

Immediate Source of Acquisition

Beryl Frank, a freelance writer specializing in local history and antiques, donated the Woman's Club of Pikesville papers to the Enoch Pratt Free Library in 2001. While writing her book, *A Pictorial History of Pikesville, Maryland* (1982), Frank met regularly with Dorothy Cox, a former member of the Woman's Club of Pikesville. Another former member of the Club learned that Frank was working with Cox on Pikesville history and gave the Woman's Club of Pikesville papers to Frank. Dorothy Cox died in July 1987 at the age of 88. In November 2005, her granddaughter, Dorothy Collins donated several early papers of the Club and a scrapbook of newspaper clippings, pamphlets and ephemera of the Pikesville Woman's Club dating 1936-1950.

Controlled Access Headings

Corporate Name(s)

- Maryland Federation of Women's Clubs.
- Women's Club of Pikesville. (Pikesville, Maryland)

Genre(s)

- Administrative records
- Correspondence

- Financial records
- Publicity

Geographic Name(s)

- Pikesville (Md.)

Occupation(s)

- Women volunteers

Personal Name(s)

- McKeldin, Theodore R. (Theodore Roosevelt), 1900-1974

Subject(s)

- Women--Societies and clubs.

Series I: Administrative Papers of the Woman's Club of Pikesville

Collection Inventory

Series I: Administrative Papers of the Woman's Club of Pikesville 1949-1976	Box 1	Folder 1-15
Subseries 1: Bylaws and Amendments 1949-1972	Box 1	Folder 1
Subseries 2: Officer's Papers and Correspondence 1945-1975	Box 1	Folder 2-8
	Box	Folder
President's Papers and Correspondence, August 1960-July 1968	1	2
President's Papers and Correspondence, September 1968-May 1969	1	3
President's Papers and Correspondence, May 1974-September 1975	1	4
Vice President's Papers and Correspondence, 1968	1	4-5
Recording Secy's Papers and Correspondence, 1957-1958	1	6
Corresponding Secy's Papers and Correspondence, 1955-1968	1	7
Treasurer's Papers and Correspondence, 1945-1968	1	8
Subseries 3: Planned Activities 1957-59	Box 1	Folder 9
Subseries 4: Woman's Club Affiliates 1960-1976	Box 1	Folder 10-15
	Box	Folder

Series II: Minutes of the Woman's Club of Pikesville

Third Baltimore, Rules and Guidelines 1964-1969	1	10
Third Baltimore, Conferences and Reports 1968-1972	1	11
MD Federation Board Meetings and Conferences 1968-1969	1	12
MD Federation Forms 1969-1970	1	13
MD Federation Annual Reports of President 1963-1972	1	14
National Federation Rules and Guidelines 1960-1976	1	15
Series II: Minutes of the Woman's Club of Pikesville 1941-1975	Box 2-4	Folder 16-35
	Box	Folder
May 1941- June 1942	2	16
October 1942- May 1943 (April 2 minutes marked 1942 are actually April 2, 1943)	2	17
September 1943- May 1944	2	18
July 1944- May 1945	2	19
July 1945- August 1946	2	20
October 1946- August 1947	2	21

Series II: Minutes of the Woman's Club of Pikesville

September 1947- June 1948	2	22
September 1948- May 1949	2	23
September 1949- May 1950	2	24
September 1950- June 1951	2	25
September 1951- January 1952	2	26
	Box	Volume
Bound volume The Record January 1952- October 1964	3	
	Box	Folder
April 1958	4	27
October 1960- May 1961	4	28
June 1961	4	29
January 1963- March 1963	4	30
June 1963- November 1963	4	31
June 1972- April 1973	4	32
May 1973- May 1974	4	33

Series III: Financial Records of the Woman's Club of Pikesville

May 1974- May 1975	4	34
Undated Minutes	4	35
Series III: Financial Records of the Woman's Club of Pikesville 1943-1978	Box 5	Folder 36-66
Subseries 1: Financial Reports	Box 5	Folder 36-57
	Box	Folder
September 1943	5	36
October 1948- April 1949	5	37
May 1949-April 1950	5	38
May 1950-March 1951	5	39
May 1951-April 1952	5	40
September 1952-May 1953	5	41
November 1953-May 1954	5	42
October 1955-May 1956	5	43
May 1956-May 1957	5	44

Subseries 2: Proposed Budgets

October 1957-May 1958	5	45
October 1958-May 1959	5	46
October 1959-May 1960	5	47
October 1960-May 1961	5	48
October 1961-May 1962	5	49
June 1962-May 1963	5	50
June 1963-May 1964	5	51
June 1964-August 1964	5	52
May 1972	5	53
August 1973-March 1974	5	54
May 1974-April 1975	5	55
June 1976-April 1977	5	56
May 1977-March 1978	5	57
Subseries 2: Proposed Budgets 1949-1977	Box	Folder
	5	58-64
	Box	Folder

Subseries 3: Fundraising and Expenses

1949/50 to 1952/53	5	58
1957/58 to 1959/60	5	59
1960/61 to 1962/63	5	60
1963/64 to 1964/65	5	61
1966/67 to 1968/69	5	62
1969/70 to 1972/73	5	63
1973/74 to 1976/77	5	64
Subseries 3: Fundraising and Expenses 1967- 1973	Box 5	Folder 65-66
	Box	Folder
June 1967- May 1968	5	65
November 1972- April 1973	5	66
Series IV: Departments and Committees 1947-1976	Box 6-7	Folder 67-97
	Box	Folder
Auditing Committee, 1958-1970	6	67
Civic Department, 1951	6	68

Series IV: Departments and Committees

Conservation Department, 1961-1970	6	69
Education Department, 1948-1964	6	70
Education Department, 1965-1969	6	71
Education Department, 1973-1974	6	72
Fine Arts Department, 1959-1969	6	73
Fine Arts Department/ Arts and Crafts Division, 1960-1973	6	74
Fine Arts Department/ Literature Division, 1962-69	6	75
Friendship and Remembrance Committee, 1963-69	6	76
Home Life Department, 1960-1974	6	78
Home Life Department/ Garden Division, 1958-1969	6	79
Hospitality Committee, 1960-69	6	80
House Committee, 1963-1973	6	81
International Affairs Department, 1965-1970	6	82
	Box	Folder

Series IV: Departments and Committees

Heritage Committee, 1969	6	77
Membership Committee, 1947-1950	7	83
Membership Committee, 1953-1969	7	84
Nominating Committee, 1954-1974	7	85
Public Affairs Department, 1951-1972	7	86
Public Affairs Department/ Gerontology Division, 1962-64	7	87
Public Affairs Department/ Health and Mental Health Division, 1960-69	7	88
Public Affairs Department/ Legislative Division, 1969-1976	7	89
Public Affairs Department/ Safety Division, 1964-69	7	90
Public Affairs Department/ Welfare Division, 1959-1961	7	91
Recreation and Youth Activities, 1968-69	7	92
Scrapbook Committee, 1957-58	7	93
Sunshine Committee, 1957-1960	7	94
Telephone Committee, 1969	7	95

Series V: News and Publicity

Ways and Means Committee, 1964-66	7	96
Welcoming Committee, 1969	7	97
Series V: News and Publicity 1950-1969	Box 8-10	Folder 98-113
Subseries 1: Press Books 1950-57	Box 8-10	Folder 98-107
		Box
Press Book, Bound volume, 1950-51		8
	Box	Folder
Unbound Press Book, June- October 1952	9	98
Unbound Press Book, October 1952- March 1953	9	99
Unbound Press Book, April 1953- October 1953	9	100
Unbound Press Book, October 1953- January 1954	9	101
Unbound Press Book, February 1954- March 1954	9	102
Unbound Press Book, March 1954- October 1954	9	103
Unbound Press Book, October 1954- March 1955	9	104
Unbound Press Book, April 1955- October 1955	9	105

Subseries 2: Press Releases

Unbound Press Book, October 1955- May 1956	10	106
Unbound Press Book, July 1956- March 1957	10	107
Subseries 2: Press Releases 1964-69	Box 10	Folder 108
	Box	Folder
Press Releases and Publicity Committee, 1964-69	10	108
Subseries 3: Peek Newsletter 1966-69	Box 10	Folder 109-111
	Box	Folder
Volume 1 #1 (October 1966)- Volume 1 #3 (May 1967)	10	109
Volume 1 #4 (October 1967)	10	110
Volume 1 #6 (November 1968)- Volume 1 #8 (June 1969)	10	111
Subseries 4: Photographic Material, undated	Box 10	Folder 112-113
	Box	Folder
Photographs	10	112
Negatives	10	113
Series VI: Miscellaneous Correspondence and Papers 1936-1969	Box 10-11	Folder 114-119
	Box	Folder
Miscellaneous Correspondence and Papers, 1954-69	10	114

Series VI: Miscellaneous Correspondence and Papers

By-Laws, 1936	10	15
Speech given by Mrs. Cox, (1945?)	10	116
Membership List, 1936	10	117
Cookbook, Pikesville & Randallstown Woman's Club, 1941	10	118
Scrapbook, 1936-1950	11	119